

## SECTION 2. EMPLOYEE INDOCTRINATION PROCEDURES

\*\*EffDte: 02/28/1978 MCRT#: 0 Div: D2D3 Cav: SecCls:

### 2-1 REQUIREMENTS FOR INDOCTRINATION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 02-21-2007 BY 60324 AUC BAW/CPB/STP

Support and Special Agent personnel must be given detailed indoctrination on rules, regulations, procedures, and policies of the FBI as soon as they enter on duty. Additionally, it is essential that they have a thorough understanding of the culture of the FBI. This can only be accomplished through a complete orientation process, which should begin as soon as a Bureau employee reports for duty. This process is to be more than an administrative one, and should include briefings on history, traditions, and folklore of the FBI. Additional indoctrination must continue during the course of their Bureau careers. All employees (field and Headquarters) must enter on duty on the Monday following a pay period Sunday. The effective date of appointment will be recorded by the Bureau on SF-50, Notification of Personnel Action, as Sunday, the beginning of the pay period.

\*\*EffDte: 07/30/1999 MCRT#: 894 Div: D3D2 Cav: SecCls:

### 2-2 NONINVESTIGATIVE PERSONNEL AT FBIHQ

\*\*EffDte: 08/25/1989 MCRT#: 0 Div: D3 Cav: SecCls:

#### | 2-2.1 | FBIHQ|Orientation|Session|

A new support employee must initially receive an oath of office and "FBI Employee Handbook," be photographed for identification and building access media, be fingerprinted, and complete the required entry-on-duty forms. The new employee is required to attend a training course, where various topics mentioned in the "FBI Employee Handbook" are discussed, including the government-wide and FBI benefits programs. The new employee must promptly read and digest the contents of this handbook. A tour of FBIHQ is part of his/her initial indoctrination.

\*\*EffDte: 06/21/2001 MCRT#: 1136 Div: D3 Cav: SecCls:

SENSITIVE

**SENSITIVE**

**Manl-ID: MAOPP1 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 1**

---

**| 2-2.2 |Responsibilities of Employing Division/Office|**

| (1) |Following the orientation session, the new employee reports to his/her employing office. The employee's immediate supervisor meets the new employee and explains the duties of the employee's new position, as well as office policies on matters such as working hours, lunch periods, maintenance of property, supplies, and use of equipment. The supervisor is responsible for issuing the employee's position description and performance plan under the Bureau's Performance Appraisal System. |

| (2) |As soon as practical after the new employee reports for duty, the employee should be introduced to his/her Assistant Director. The Assistant Director describes the nature of the division's duties and responsibilities, and reiterates rules concerning safeguarding confidential Bureau data and maintaining high standards of conduct. The Assistant Director advises that his/her door (and the door of every official in the division) is open to any employee who has a problem of any type to discuss. The Assistant Director must make a record of such interviews. The new employee's section chief and unit chief must also greet the employee and brief him/her on the division's administrative organization, the confidential aspect of Bureau records, any special section or unit regulations, and desired personal conduct. A tour of the division should also be arranged. |

\*\*EffDte: 06/21/2001 MCRT#: 1136 Div: D3

Cav:

SecCls:

**| 2-2.3 |Deleted|**

\*\*EffDte: 07/24/1996 MCRT#: 572 Div: D3

Cav:

SecCls:

**2-3 NONINVESTIGATIVE FIELD OFFICE EMPLOYEES**

\*\*EffDte: 06/28/1991 MCRT#: 0 Div: D3

Cav:

SecCls:

**2-3.1 Field Orientation**

**SENSITIVE**

**SENSITIVE**

**Man1-ID: MAOPP1 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 1**

---

(1) Orientation similar to that afforded new support employees at FBIHQ must also be given. A formal five-day course is not practical since new employees usually enter on duty singly in the field. Therefore, field orientation for new support employees is to be done within the first six months of employment. This process will be outlined herein. As part of this orientation the "FBI Employee Handbook" must be given to each support employee for ready reference and is to be studied and digested. Additionally, an Orientation Checklist (FD-877) must be completed to document that new support hires receive their orientation training. The checklist highlights those items, which are to be incorporated in the orientation process as well as a number of the most significant areas to be included in this training. This checklist can be modified by adding additional orientation task items as defined by the head of the office. Upon completion, the checklist should be filed in a subfile of the Support Employee Orientation Program control file.

(2) The field orientation program will consist of five blocks. New support employees should be given the opportunity to participate in the orientation program within the first six months of employment with the exception of block one. Block one should be presented on the first day the employee comes on board, even before the employee is taken to his/her office supervisor. While each office has the discretion to adjust the time commitments necessary for the orientation goal to be realized, it is recommended that a total of 25 hours, divided into five, five-hour blocks, be used as the initial format. It is recommended that blocks one through three be conducted on consecutive days; block four, approximately one month later; and the final five-hour block, the following month.

(3) Each field office should standardize its orientation program to include the information contained in the model below. Receiving offices should take the liberty to adapt this model for differences in their operating structures or mission, taking into consideration the number of new employees coming on board.

(4) Block One: Administer Oath of Office and fingerprint; incoming employees must complete their payroll forms (i.e., Skills Survey, disability (SF-256) and race/national origin (FD-758) forms, statements of previous federal service (FD-173 and FD-195), W-4 tax form, appointment affidavits (SF-61), etc.). (See also MAOP, Part 1, 2-6.) Completing these forms is both mandatory and time sensitive, and should be accomplished on the first day of orientation.

(a) The new employee must make decisions regarding health insurance, life insurance, SAMBA, SATI, and the Benevolent Fund within the first 30 days (60 for health benefits) of employment. It is essential that each new employee have the benefit of the full 30 days to explore his or her options, seek consultation, and arrive at a decision in the above areas. Benefits such as retirement and workers' compensation coverage, earning of leave, and basic life insurance coverage take effect immediately upon reporting to duty. Employees should be made aware of these benefits without delay in the event that they need them after entry on duty. Other employee benefits and information should be explained, such as the Thrift Savings Plan,

**SENSITIVE**

**SENSITIVE**

**Man1-ID: MAOPP1 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 1**

---

| resources such as Employee Assistance Program (EAP), AEGIS Employee  
| Advisory Committee, Equal Employment Opportunity (EEO), OMBUDSMAN, and  
| the Federal Bureau of Investigation Recreation Association (FBIRA).  
| Field office policies concerning use of telephone for personal  
| business, Voluntary Leave/Transfer Program (VLTP), and annual/sick  
| leave policies; and alternate and flexible work schedules should be  
| discussed.

| (b) In this "Welcome to the Office" phase of the  
| orientation process, the new employee may view videos produced by the  
| FBI Academy regarding the FBI's mission (such videos will be provided  
| by the Office of Information and Learning Resources, FBI Academy);  
| review field office organizational charts; learn the chain of command  
| in the office for SAs and support personnel; define Bureau jargon and  
| acronyms (such as "creds," "unsubs," "on the box," and "FNU LNU");  
| review the FBI's organizational culture and history; tour the physical  
| office space; and be provided a description of the various support  
| functions shown on the support organizational chart.

| (c) One hour of ethics training should be part of the  
| orientation. This training needs to be given within the first two  
| days of orientation. It is recommended that field office Agents or  
| support attorneys, approved by the Office of the General Counsel  
| Designated Agency Ethics Official, be on hand to answer questions the  
| new employees may have. Also to be discussed are the standards  
| outlined in the Director's "bright line" and other Office of  
| Professional Responsibility directives rather than relying on the  
| employee to read the "Ethics Handbook."

| (d) A discussion by the Security Office should include  
| physical security measures within the office space, the location of  
| restricted areas, and critical response plans for the field office in  
| the event of an emergency, office takeover, etc. The prohibition  
| against unauthorized disclosure of information should also be  
| addressed. Block one should be interpreted to include provisions of  
| any security and Bureau identification (credentials, badges, or other  
| materials) so the new employees may promptly enter the field office  
| without "red tape" or other delays.

| (e) The administrative processing of new employees, as  
| well as briefings to introduce them to the FBI and make them aware of  
| both their benefits, and their responsibilities as Bureau employees,  
| must be given the utmost priority. The urgency of our security  
| matters and the time sensitivity of the decisions new employees must  
| make (and the paperwork involved) suggest that this material must be  
| covered within the first day or two of a new employee's tenure.

| (5) Block Two: The continuation of the "Welcome Phase"  
| should include a review of the map of the division's territory,  
| including the location and description of work in the resident  
| agencies. A map of the United States with the 56 field offices and  
| other field entities highlighted should be shown, along with a mention  
| of the worldwide locations of all FBI Legats and our international  
| training initiative.

| (a) Present an overview of all office equipment used

**SENSITIVE**

**SENSITIVE**

**Man1-ID: MAOPP1 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 1**

---

| by support employees; e.g., radios, facsimile machines, computers,  
| copiers, and telephone systems. Introductions should be made to the  
| Assistant Director in Charge (if applicable), the SAC, Associate SAC  
| (if applicable), and ASAC(s); squad supervisor introductions, to  
| include brief presentations by each squad supervisor or relief  
| supervisor concerning the squads' assignments; explanation of the  
| daily work and support positions on the squad. (This could be  
| combined with the squad briefings given to new Agents arriving from  
| Quantico.) In the larger offices where meeting all supervisors may  
| not be feasible, videotaped presentations could be distributed with a  
| communication listing the squad designation, location, supervisor,  
| criminal violations or other work addressed, and the names of the  
| squad secretary and rotor. FBI Task Forces with non-Bureau personnel  
| assigned should be noted, to include the agencies represented and  
| their particular missions.

| (6) Block Three: Finally, conclusion of squad  
| introductions; recognition for performance such as "on-the-spot"  
| awards, time-off awards and incentive awards should also be explained.  
| A discussion/presentation of a major case handled by the division  
| could also be scheduled; the case Agent could discuss the course of  
| the investigation, with particular attention to the support  
| employees/functions utilized and how they impacted on the success of  
| the case.

| (a) Public relations materials, such as "FBI Fact and  
| Figures," should be provided for review. A bibliography of books  
| written about the FBI may also be distributed, if employees are  
| interested. Such a bibliography will be provided by the Office of  
| Information and Learning Resources at the FBI Academy.

| (7) Block Four: View the SA applicant recruiting video for  
| background information, followed with a brief discussion by recent  
| Quantico graduates on their experiences in the training program; the  
| Administrative Officer presents the basics of job criteria and  
| position classification and provides an explanation of the Merit  
| Promotion and Placement Plan and the Performance Appraisal System.

| (a) The Training Technician should explain how to get  
| supervisory approval to obtain in-service training and identify where  
| the training schedules are published; consideration should be given to  
| the establishment of a mentoring program for new support employees  
| with volunteers from the senior support staff and arrange  
| introductions. Field offices may also consider a SA/support mentoring  
| program which would facilitate SA/support interaction, and would serve  
| to increase the support employees' understanding of how the office  
| works.

| (8) Block Five: Short presentations should be presented by  
| selected SA personnel on subject areas that Probationary SAs are  
| briefed on when they report for duty. New support employees will  
| benefit from this information as they develop a general understanding  
| of how the FBI works. Possible areas include:

| (a) A discussion by the Chief Division Counsel (CDC)  
| about the use of subpoenas (Federal Grand Jury, Administrative); the

**SENSITIVE**

**SENSITIVE**

**Man1-ID: MAOPP1 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 1**

---

| Privacy Act of 1974 concerning dissemination of information; the  
| various Attorney General's Guidelines; how pen registers, consensual  
| monitoring and Title III's are worked; what we do when we execute a  
| search warrant; why we need to work well with the United States  
| Attorney's Office; and how the Federal Grand Jury gets selected and  
| how it fulfills its role in the criminal justice system.

| (b) A discussion by the Telecommunications Manager  
| (TM) concerning technical equipment, familiarization, radio operations  
| and protocol; and the use of call signs for all investigative support  
| staff.

| (c) Moot Court should be required (outside of the  
| orientation program) for all new investigative support staff,  
| including pretrial testimony preparation, instruction on testifying  
| before the Grand Jury.

| (d) A general discussion by the Undercover Coordinator  
| concerning undercover operations and the history of undercover cases  
| in the division.

| (e) A discussion by the Principal Firearms Instructor  
| concerning the weapons used by the FBI and those weapons which support  
| staff may have occasion to see in the office or in Bureau vehicles.

| (f) A discussion of the roles of the Evidence Response  
| Team (ERT), Special Weapons and Tactics Team (SWAT), and Computer  
| Analysis and Response Team (CART) within the office and the support  
| positions available on them.

\*\*EffDte: 07/30/1999 MCRT#: 894 Div: D3D2 Cav: SecCls:

**| 2-3.2 | Deleted |**

\*\*EffDte: 07/24/1996 MCRT#: 572 Div: D3 Cav: SecCls:

**2-4 INVESTIGATIVE EMPLOYEES**

See Part II, 8-1.1.2 of this manual.

\*\*EffDte: 06/28/1991 MCRT#: 0 Div: D3 Cav: SecCls:

**SENSITIVE**

**SENSITIVE**

**Man1-ID: MAOPP1 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 1**

---

**2-5 OATH OF OFFICE**

When executing appointment affidavits incident to entry on duty of new employees, authority to administer the oath of office is limited to incumbents of the following positions: Assistant Director; Inspector-Deputy Assistant Director; Personnel Officer; SAC; ASAC; and Administrative Officer or Support Services Supervisor. This authority is automatically rescinded when the incumbent leaves the specified position. Only employees occupying a specified position may administer such oath unless otherwise authorized by FBIHQ.

\*\*EffDte: 04/02/1998 MCRT#: 766 Div: D3 Cav: SecCls:

**| 2-6 FORMS EXECUTED BY NEW EMPLOYEES |(See 2-3.1.)|**

Submit the following executed forms to FBIHQ on same day new employee enters on duty via overnight express:

Allotment for Employee Benevolent Fund (FD-862)

Application for membership in SATI (executed within 31 days after entry-on-duty date)

Appointment Affidavits - SF-61

Beneficiary for Employee Benevolent Fund (FD-863)

Change in Marital Status - FD-292 (if applicable)

Change of Address - FD-310 (Do not forward to FBIHQ)  
(This form is printed through BPMS - Address/Locator)

Classified Information Nondisclosure Agreement - SF-312

Designation of Beneficiary (Life Insurance) - SF-2823 (if desired)

Designation of Beneficiary (Retirement) - SF-3102  
(Federal Employees Retirement System) (if applicable and if desired)

Designation of Beneficiary (Unpaid Compensation) - SF-1152  
(if desired)

Direct Deposit Sign-Up Form - SF-1199A (completed within 45 days after entry-on-duty-date)

Employee's Withholding Exemption Certificate - Form W-4

**SENSITIVE**

**SENSITIVE**

**Man1-ID: MAOPP1 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 1**

---

Employment Agreement - FD-291

Employment Eligibility Verification Form - Form I-9

FBI Skills Survey - X422 (Do not forward to FBIHQ)

Federal Savings Bond Payroll Allotment Authorization and  
Record - FD-308 (if desired)

Five-Year Reinvestigation Questionnaire - FD-814

Health Benefits Registration Form - SF-2809 (executed  
within 60 days after entry-on-duty date)

Information Concerning Last Federal Employment (Other Than  
Naval or Military) - FD-173

Information for Federal Civilian Employees and U.S. Postal  
Service Employees - SF-2809-A

Life Insurance Election - SF-2817

Notice of Change in Enrollment Status - SF-2810 (if  
required)

Personnel Record Card - FD-380

Race and National Origin Identification - FD-758

Request and Authorization for, or Cancellation of,  
Allotment of Compensation for City and State Income Tax  
Purposes - FD-361 (if applicable)

Request for Change in Your Social Security Records - Form  
OAAN-7003 (if applicable)

Selective Service - Reserve Status - FD-295 (if  
applicable)

Self-Identification of Reportable Handicap - SF-256

Statement of Federal Service - FD-195

| Statement of Military Reserve Obligations - FD-942 (if not  
| collected during applicant phase, or if information has  
| changed since last collected)|

\*\*EffDte: 05/31/2002 MCRT#: 1207 Div: D3FD

Cav:

SecCls:

**2-7 INFORMATION PAMPHLETS FURNISHED TO NEW EMPLOYEES**

**SENSITIVE**



**SENSITIVE**

**Man1-ID: MAOPP1 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 1**

---

Beware| Be Safe (distributed by FBIHQ)

Brochure and application for membership in SATI (Special Agents' Trust for Insurance)

Enrollment Information Guide and Plan Comparison Chart (for Federal Employees' Health Benefits) - RI 70-1

FBI Career Opportunities

FEGLI (Federal Employees' Group Life Insurance) booklet - RI 76-21 (distributed by FBIHQ if applicable)

FERS (Federal Employees Retirement System) pamphlet - RI 90-1 (distributed by FBIHQ if available)

Form CA-13 (U.S. Department of Labor) Card

| FBI Employee Handbook|

Health and Immunization Record Form (no number)

Leave Record Chart and Calendar (distributed by FBIHQ)

SAMBA (Special Agents Mutual Benefit Association) Group Insurance Plan Brochure and Application for Membership in SAMBA

\*\*EffDte: 12/06/1999 MCRT#: 938 Div: D3

Cav:

SecCls:

## **2-8 SPECIAL INDOCTRINATION SERVICES**

Some useful tools which provide additional indoctrination should include active streamlining committees, specialized tours, membership and participation in the FBI Recreation Association, divisional and field office dances, picnics, other outings, and field office tours for the staff's spouses.

\*\*EffDte: 08/25/1989 MCRT#: 0

Div: D3

Cav:

SecCls:

\*\*\*\*\* END OF REPORT \*\*\*\*\*

**SENSITIVE**